



American Embassy Warsaw, Poland

Date: December 10th, 2009

To:

Subject: Request for Quotations number SPL900-10-Q0433

Enclosed is a Request for Quotations (RFQ) for office supplies purchase and delivery.

If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Please review the package and fill in all relevant sections, paragraphs and clauses.

- Follow the instructions in Section 1 of the solicitation.
- Fill in Section 1, part II – Contract Period Pricing
- Complete the required portions of the Section 5, Representations and Certification
- Provide additional information as required in Section 3
- Provide web link to the website described in Continuation to SF-1449, block 20. If a website is not ready at the moment of the quotation submission, please provide detailed description of the proposed solutions.

A hard copy of the quotation in a sealed envelope is due by Monday, 12.00, January 11th, 2010 to the address provided in block 15 of SF 1449 form.

Sincerely,

James Bredeck
Contracting Officer

Enclosure